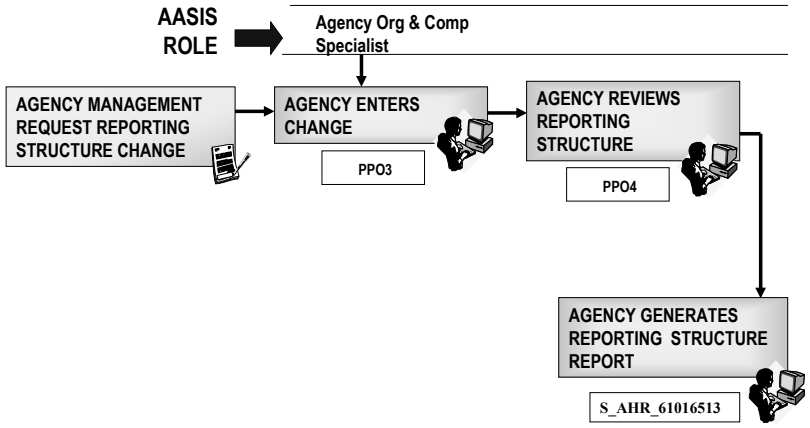
HRORG
Organizational Management

Chapter 5 – Reporting Structure

Manage Reporting Structure

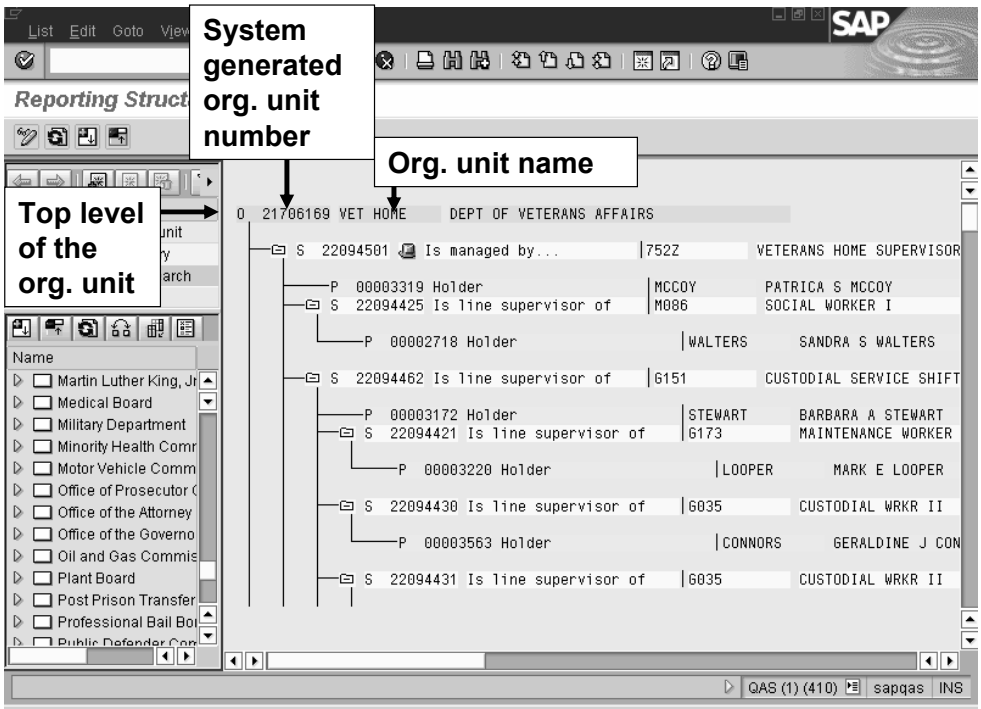


- Reporting structures identify the chain of command or authority structure that exists at an agency.

- An agency's Reporting Structure may be different from their Organizational Structure.

- Changes made to the agency's Reporting Structure will not affect the agency's Organizational Structure.

Reporting Structure



Exercise Scenario #12

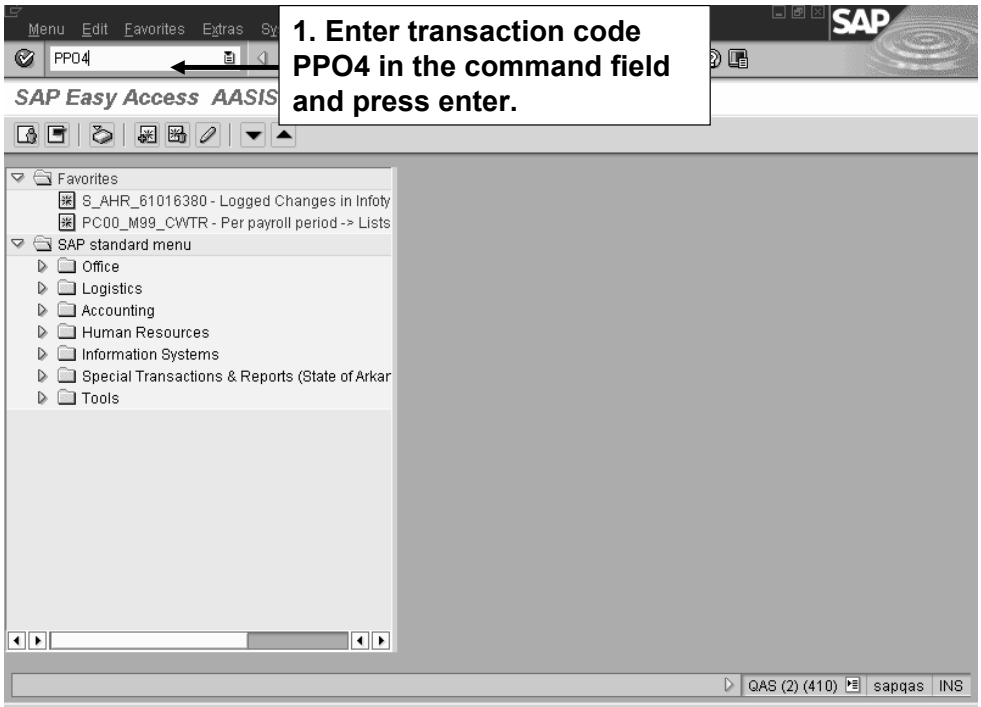
- View one of your organizational unit's reporting structure.

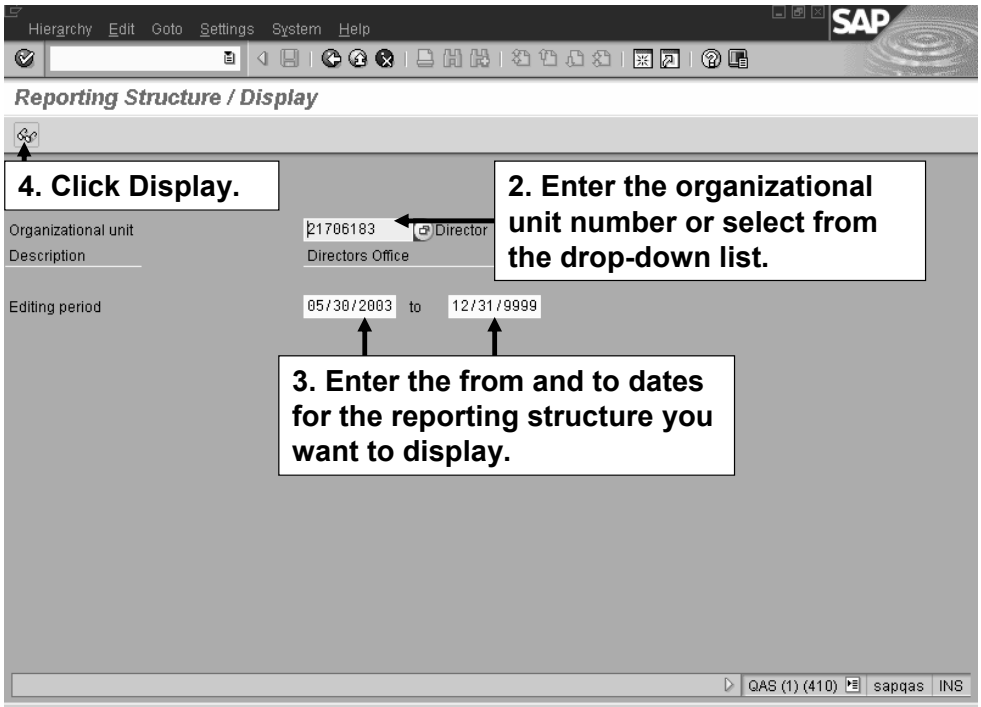
Demonstration

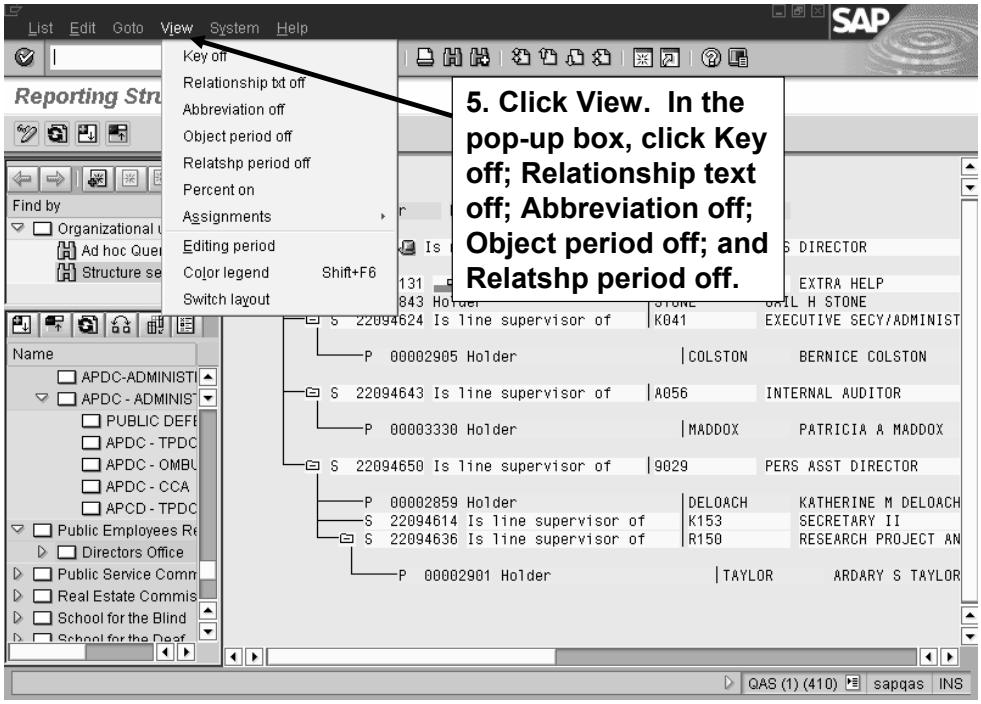
- Display a Reporting Structure

Transaction code PPO4

IMPORTANT: All extra-help positions **MUST** be crossgraded in AASIS before the Personnel Administration action can be processed in the system. The crossgrade transactions attaches a legitimate job code to the position. If the extra-help position is not crossgraded before the PA action is processed, the employee will not be paid appropriately.

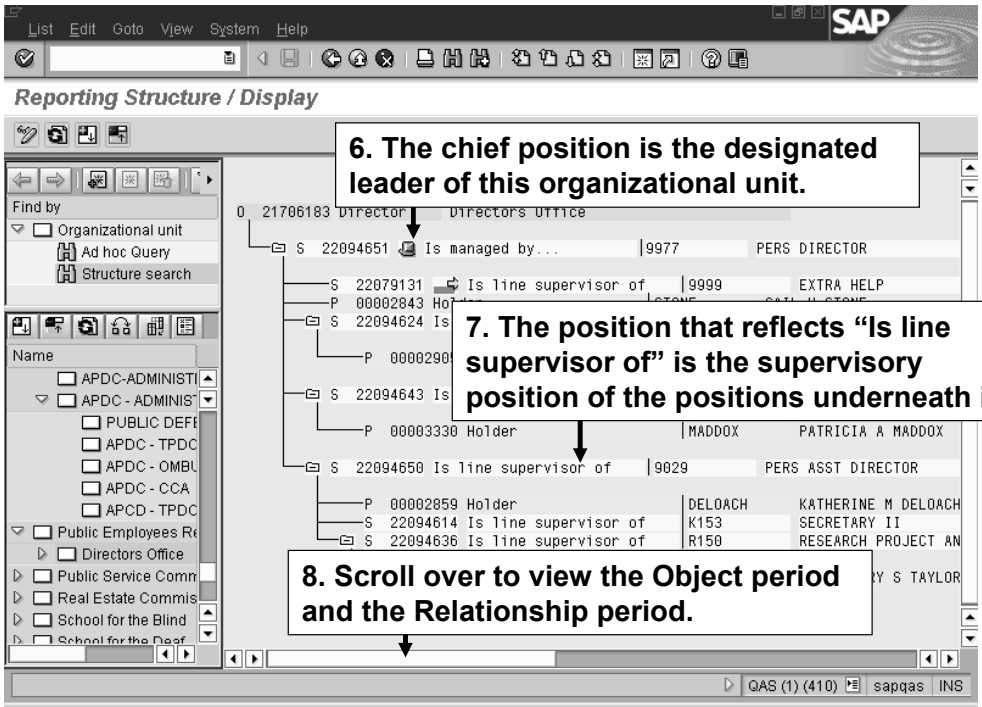

1. Enter transaction code PPO4 in the command field and press enter.
Menu Edit Favorites Extras
PPO4
SAP
SAP Easy Access AASIS
Favorites
S_AHR_61016380 - Logged Changes in Infoty
PC00_M99_CWTR - Per payroll period -> Lists
SAP standard menu
Office
Logistics
Accounting
Human Resources
Information Systems
Special Transactions & Reports (State of Arkar
Tools
QAS (2) (410)
sapqas
INS


Hierarchy Edit Goto Settings System Help
SAP
Reporting Structure / Display
4. Click Display.
2. Enter the organizational unit number or select from the drop-down list.
Organizational unit
21706183
Director
Description
Directors Office
Editing period
05/30/2003
to
12/31/9999
3. Enter the from and to dates for the reporting structure you want to display.
QAS (1) (410)
sapqas
INS

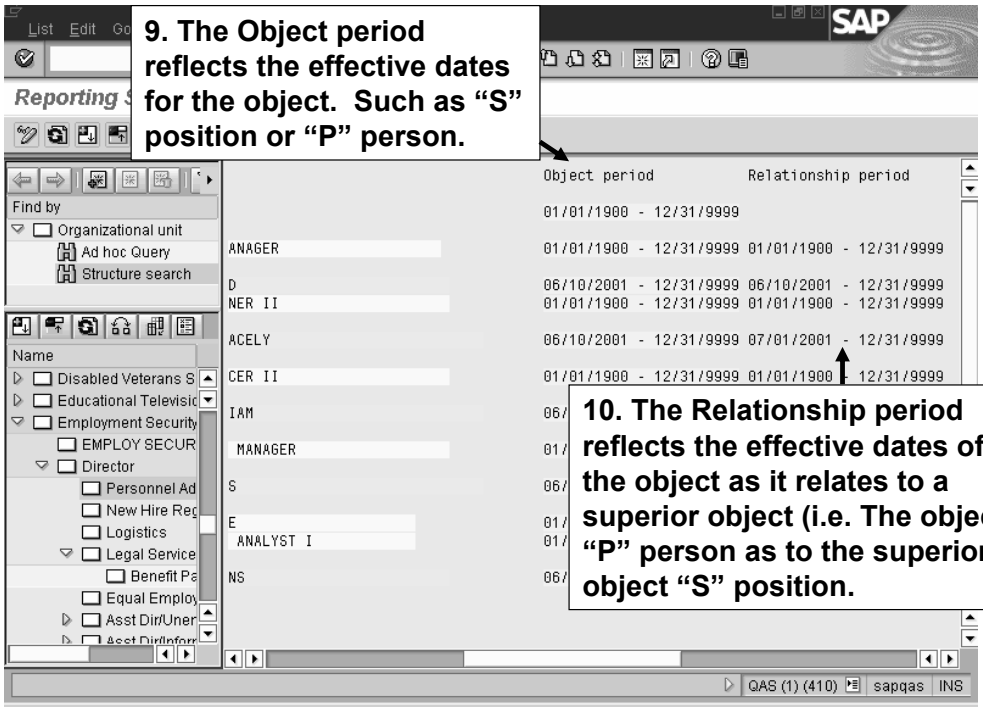


5. Click View. In the pop-up box, click Key off; Relationship text off; Abbreviation off; Object period off; and Relatshp period off.

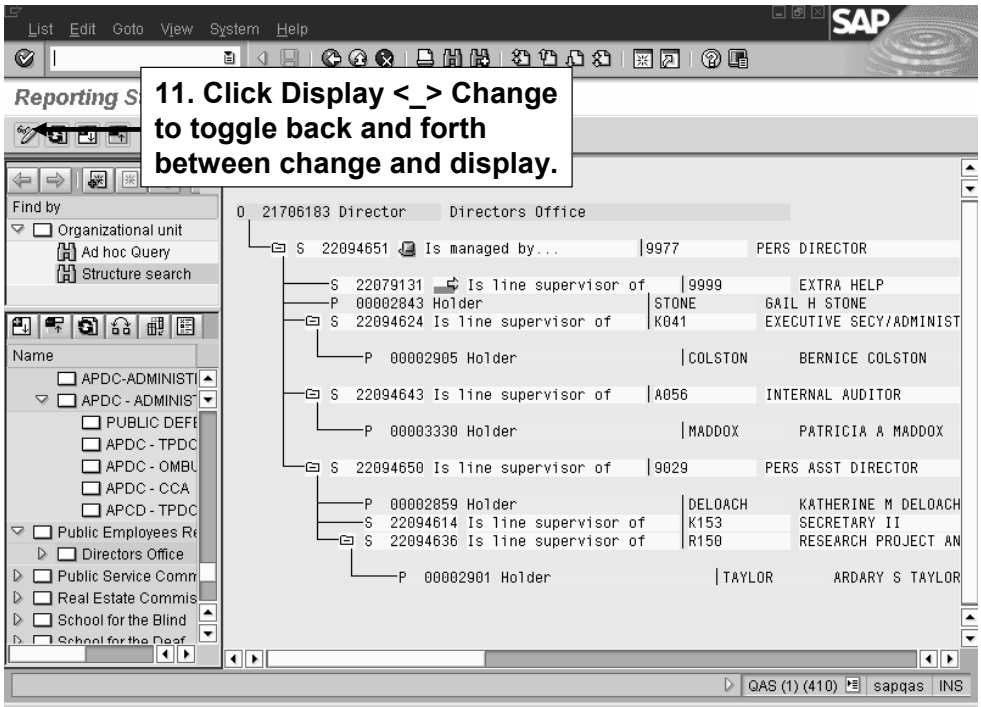
5-8


List Edit Goto View System Help
SAP
Reporting Structure / Display
6. The chief position is the designated leader of this organizational unit.
7. The position that reflects “Is line supervisor of” is the supervisory position of the positions underneath it.
8. Scroll over to view the Object period and the Relationship period.
Find by
Organizational unit
Ad hoc Query
Structure search
Name
Directors Office
0 21706183 Director Directors Office
S 22094651 Is managed by... 9977 PERS DIRECTOR
S 22079131 Is line supervisor of 9999 EXTRA HELP
P 00003330 Holder MADDOX PATRICIA A MADDOX
S 22094650 Is line supervisor of 9029 PERS ASST DIRECTOR
P 00002859 Holder DELOACH KATHERINE M DELOACH
S 22094614 Is line supervisor of K153 SECRETARY II
S 22094636 Is line supervisor of R150 RESEARCH PROJECT AN
QAS (1) (410) sapqas INS

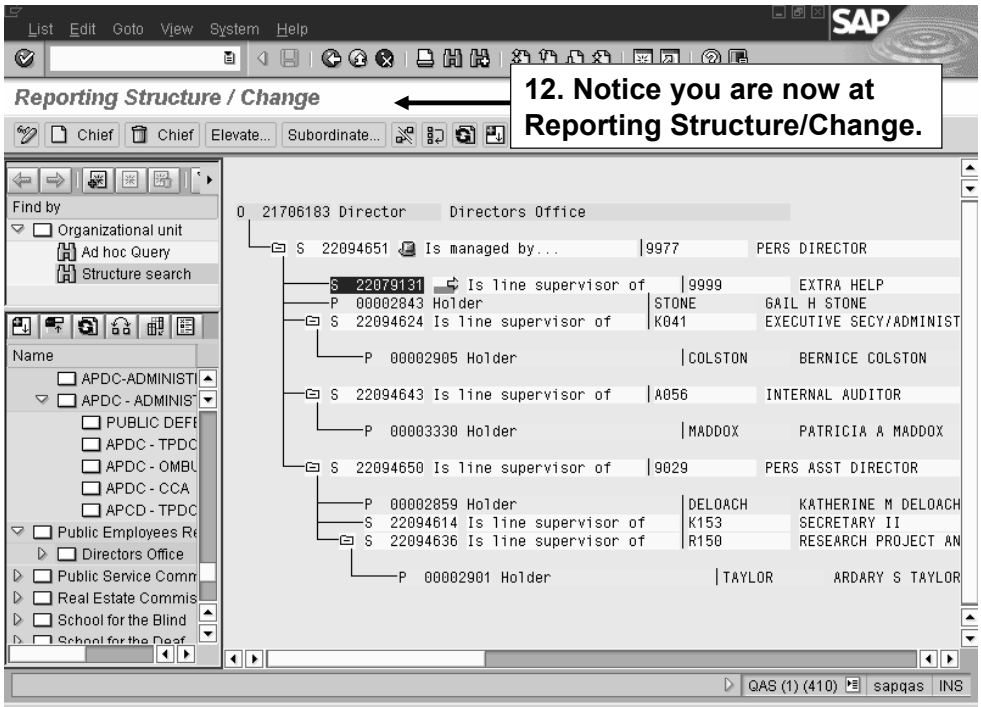
5-9


9. The Object period reflects the effective dates for the object. Such as "S" position or "P" person.
Object period
Relationship period
01/01/1900 - 12/31/9999
ANAGER
01/01/1900 - 12/31/9999 01/01/1900 - 12/31/9999
D
06/10/2001 - 12/31/9999 06/10/2001 - 12/31/9999
NER II
01/01/1900 - 12/31/9999 01/01/1900 - 12/31/9999
ACELY
06/10/2001 - 12/31/9999 07/01/2001 - 12/31/9999
CER II
01/01/1900 - 12/31/9999 01/01/1900 - 12/31/9999
IAM
MANAGER
S
E
ANALYST I
NS
10. The Relationship period reflects the effective dates of the object as it relates to a superior object (i.e. The object "P" person as to the superior object "S" position.
Find by
Organizational unit
Ad hoc Query
Structure search
Name
Disabled Veterans S
Educational Televisic
Employment Security
EMPLOY SECUR
Director
Personnel Ad
New Hire Reg
Logistics
Legal Service
Benefit Pa
Equal Employ
Asst Dir/Uner
QAS (1) (410)
sapqas
INS

5-10


11. Click Display <_> Change to toggle back and forth between change and display.
List Edit Goto View System Help
SAP
Reporting S
Find by
Organizational unit
Ad hoc Query
Structure search
Name
APDC-ADMINISTI
APDC - ADMINIST
PUBLIC DEFE
APDC - TPDC
APDC - OMBU
APDC - CCA
APCD - TPDC
Public Employees Re
Directors Office
Public Service Comm
Real Estate Commis
School for the Blind
0 21706183 Director Directors Office
S 22094651 Is managed by... 9977 PERS DIRECTOR
S 22079131 Is line supervisor of 9999 EXTRA HELP
P 00002843 Holder STONE GAIL H STONE
S 22094624 Is line supervisor of K041 EXECUTIVE SECY/ADMINIST
P 00002905 Holder COLSTON BERNICE COLSTON
S 22094643 Is line supervisor of A056 INTERNAL AUDITOR
P 00003330 Holder MADDOX PATRICIA A MADDOX
S 22094650 Is line supervisor of 9029 PERS ASST DIRECTOR
P 00002859 Holder DELOACH KATHERINE M DELOACH
S 22094614 Is line supervisor of K153 SECRETARY II
S 22094636 Is line supervisor of R150 RESEARCH PROJECT AN
P 00002901 Holder TAYLOR ARDARY S TAYLOR
QAS (1) (410) sapqas INS

5-11



For this exercise, we will not make any changes to the reporting structure. To make changes to a Reporting Structure, please refer to the next demonstration, Change a Reporting Structure.

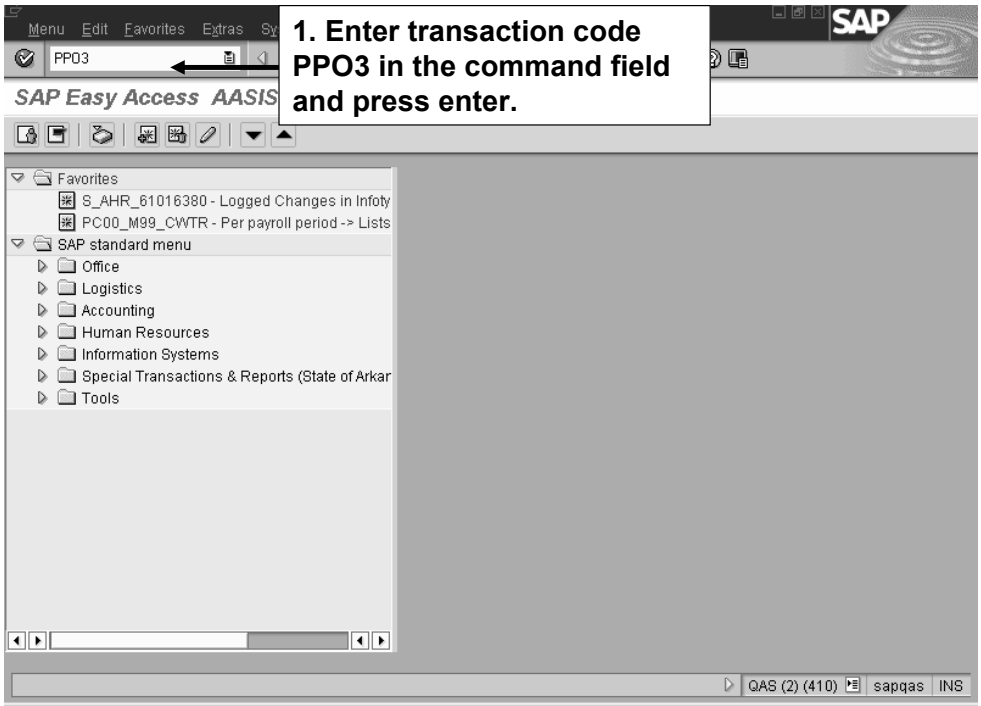
Exercise Scenario #13

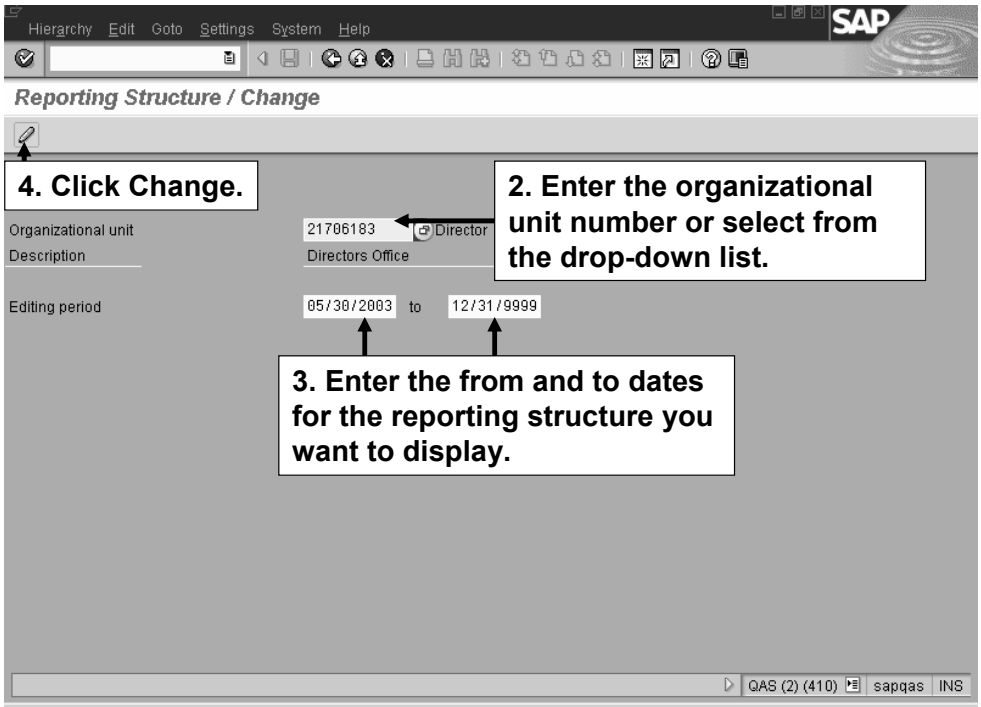
- You have received a request to change the reporting structure for one of your agency's org. units.

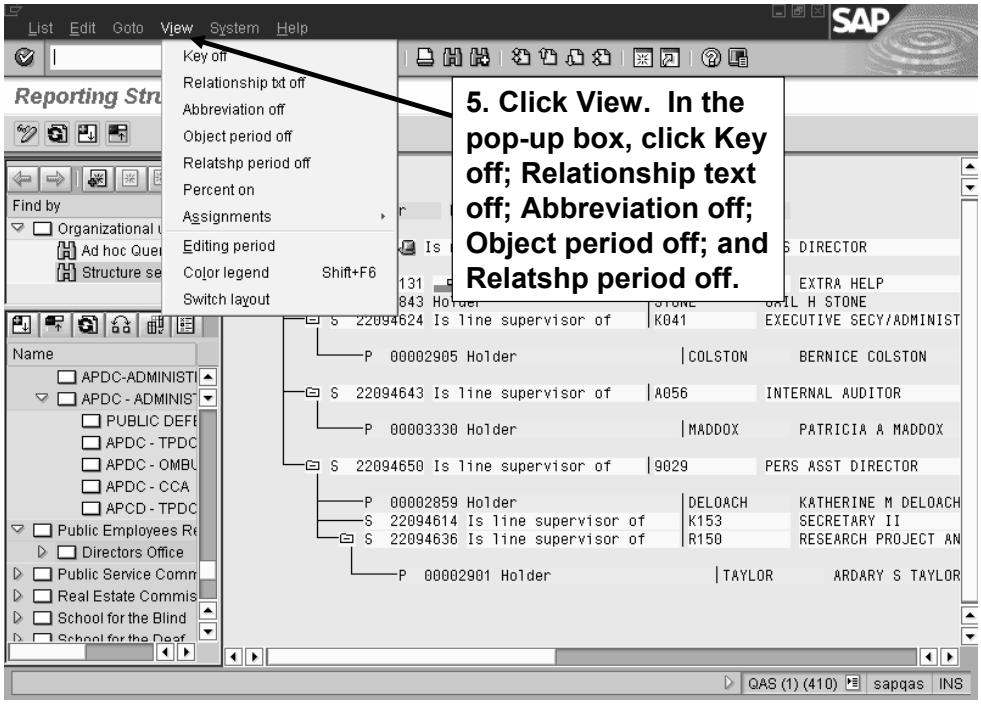
Demonstration

- Change a Reporting Structure

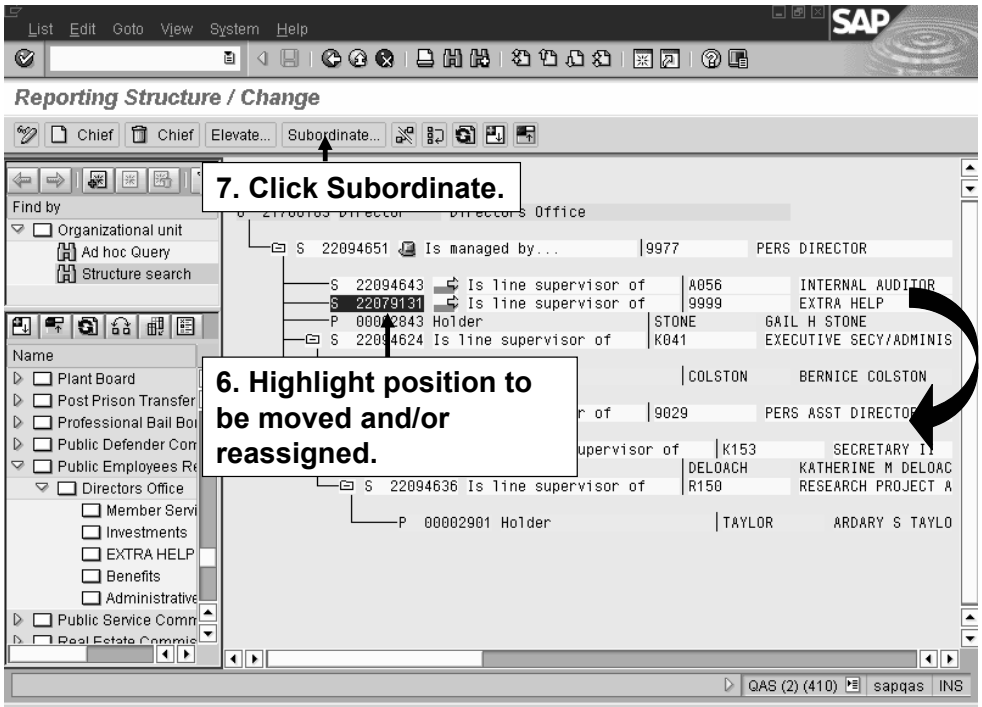
Transaction code PPO3


1. Enter transaction code PPO3 in the command field and press enter.
Menu Edit Favorites Extras
PPO3
SAP Easy Access AASIS
Favorites
S_AHR_61016380 - Logged Changes in Infoty
PC00_M99_CWTR - Per payroll period -> Lists
SAP standard menu
Office
Logistics
Accounting
Human Resources
Information Systems
Special Transactions & Reports (State of Arkar
Tools
QAS (2) (410)
sapqas
INS


Hierarchy Edit Goto Settings System Help
SAP
Reporting Structure / Change
4. Click Change.
2. Enter the organizational unit number or select from the drop-down list.
Organizational unit
21706183
Director
Description
Directors Office
Editing period
05/30/2003
to
12/31/9999
3. Enter the from and to dates for the reporting structure you want to display.
QAS (2) (410)
sapqas
INS

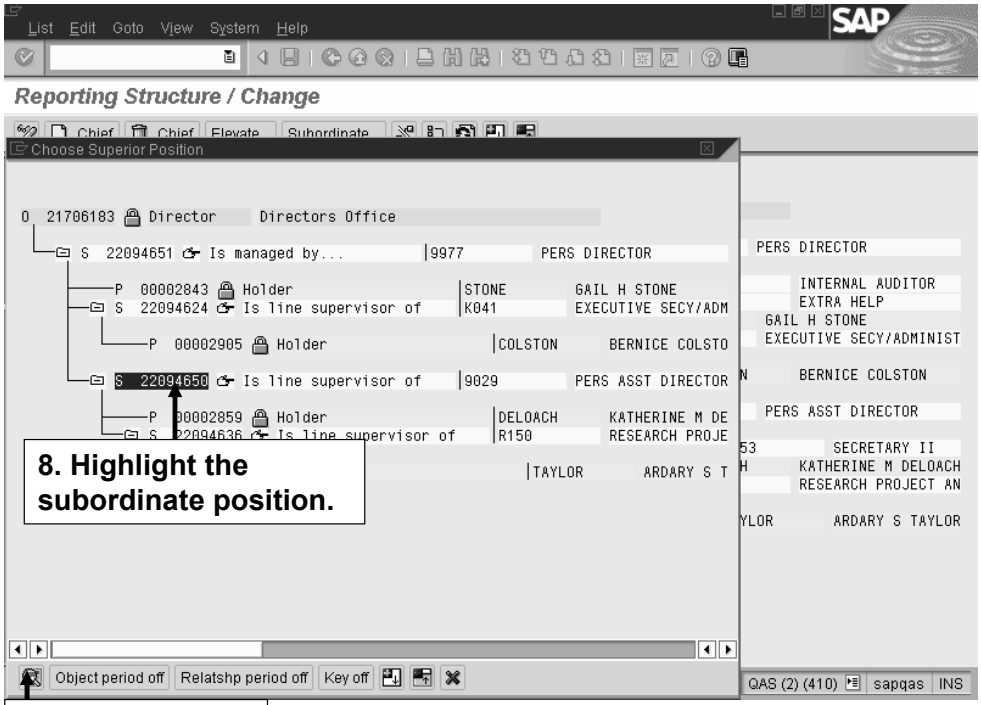

List Edit Goto View System Help
SAP
Key off
Relationship txt off
Abbreviation off
Object period off
Relatshp period off
Percent on
Assignments
Editing period
Color legend Shift+F6
Switch layout
5. Click View. In the pop-up box, click Key off; Relationship text off; Abbreviation off; Object period off; and Relatshp period off.
Reporting Stru
Find by
Organizational u
Ad hoc Quer
Structure se
Name
APDC-ADMINISTI
APDC - ADMINIST
PUBLIC DEFE
APDC - TPDC
APDC - OMBU
APDC - CCA
APCD - TPDC
Public Employees Re
Directors Office
Public Service Comm
Real Estate Commis
School for the Blind
S 22094624 Is line supervisor of K041 EXECUTIVE SECY/ADMINIST
P 00002905 Holder COLSTON BERNICE COLSTON
S 22094643 Is line supervisor of A056 INTERNAL AUDITOR
P 00003330 Holder MADDOX PATRICIA A MADDOX
S 22094650 Is line supervisor of 9029 PERS ASST DIRECTOR
P 00002859 Holder DELOACH KATHERINE M DELOACH
S 22094614 Is line supervisor of K153 SECRETARY II
S 22094636 Is line supervisor of R150 RESEARCH PROJECT AN
P 00002901 Holder TAYLOR ARDARY S TAYLOR
QAS (1) (410) sapqas INS

5-17

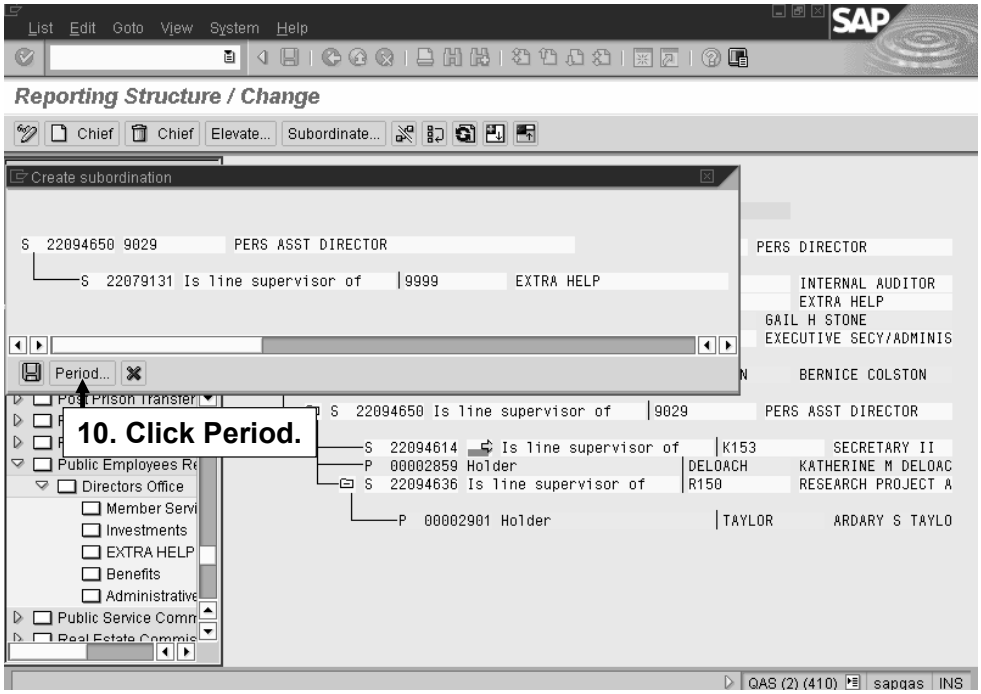


Note: A position can also be changed in sequence as long as the sequence change is below its' subordinate position.

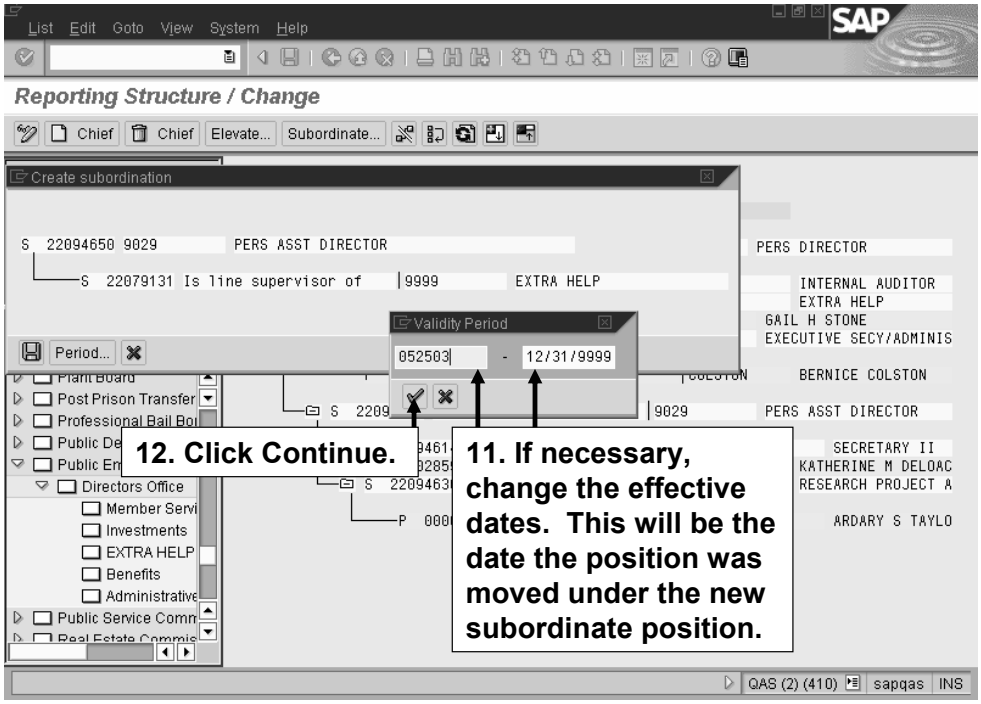
➢ Each position to be changed in sequence has to be changed individually.


List Edit Goto View System Help
SAP
Reporting Structure / Change
Chief
Chief
Elevate
Subordinate
Choose Superior Position
O 21706183 Director Directors Office
S 22094651 Is managed by... 9977 PERS DIRECTOR
P 00002843 Holder STONE GAIL H STONE
S 22094624 Is line supervisor of K041 EXECUTIVE SECY/ADM
P 00002905 Holder COLSTON BERNICE COLSTO
S 22094650 Is line supervisor of 9029 PERS ASST DIRECTOR
P 00002859 Holder DELOACH KATHERINE M DE
S 22094636 Is line supervisor of R150 RESEARCH PROJE
TAYLOR ARDARY S T
PERS DIRECTOR
INTERNAL AUDITOR
EXTRA HELP
GAIL H STONE
EXECUTIVE SECY/ADMINIST
BERNICE COLSTON
PERS ASST DIRECTOR
SECRETARY II
KATHERINE M DELOACH
RESEARCH PROJECT AN
ARDARY S TAYLOR
8. Highlight the subordinate position.
Object period off
Relatshp period off
Key off
QAS (2) (410)
sapqas
INS
9. Click Choose.

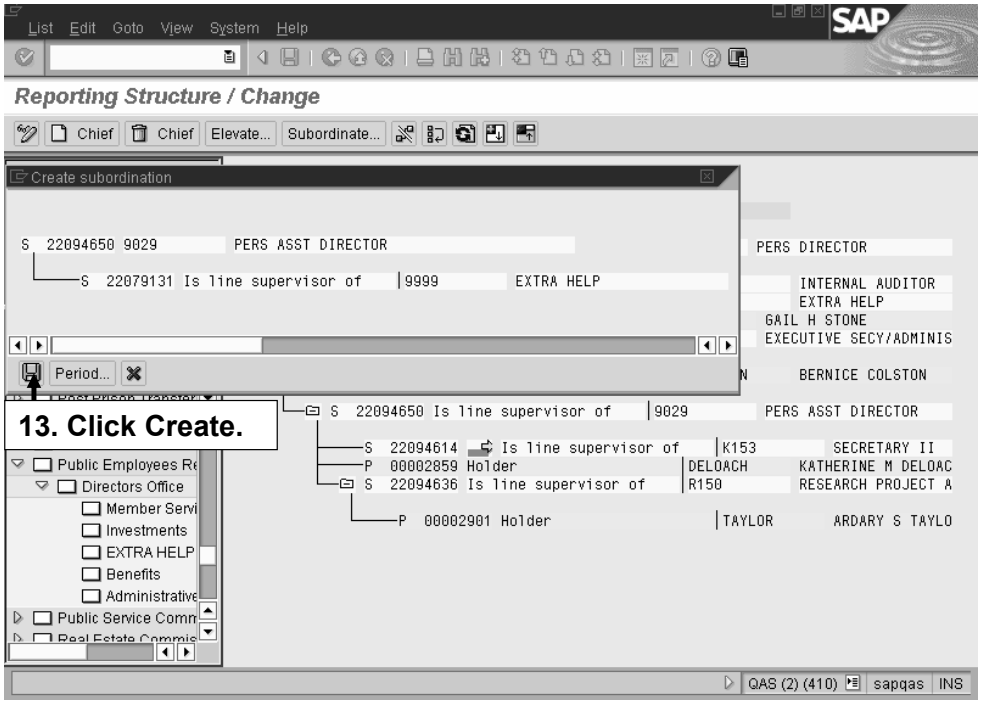
5-19


List Edit Goto View System Help
SAP
Reporting Structure / Change
Chief
Chief
Elevate...
Subordinate...
Create subordination
S 22094650 9029 PERS ASST DIRECTOR
S 22079131 Is line supervisor of 9999 EXTRA HELP
Period...
10. Click Period.
Public Employees Re
Directors Office
Member Servi
Investments
EXTRA HELP
Benefits
Administrative
Public Service Comm
S 22094650 Is line supervisor of 9029 PERS ASST DIRECTOR
S 22094614 Is line supervisor of K153 SECRETARY II
P 00002859 Holder DELOACH KATHERINE M DELOAC
S 22094636 Is line supervisor of R150 RESEARCH PROJECT A
P 00002901 Holder TAYLOR ARDARY S TAYLO
PERS DIRECTOR
INTERNAL AUDITOR
EXTRA HELP
GAIL H STONE
EXECUTIVE SECY/ADMINIS
BERNICE COLSTON
QAS (2) (410)
sapqas
INS

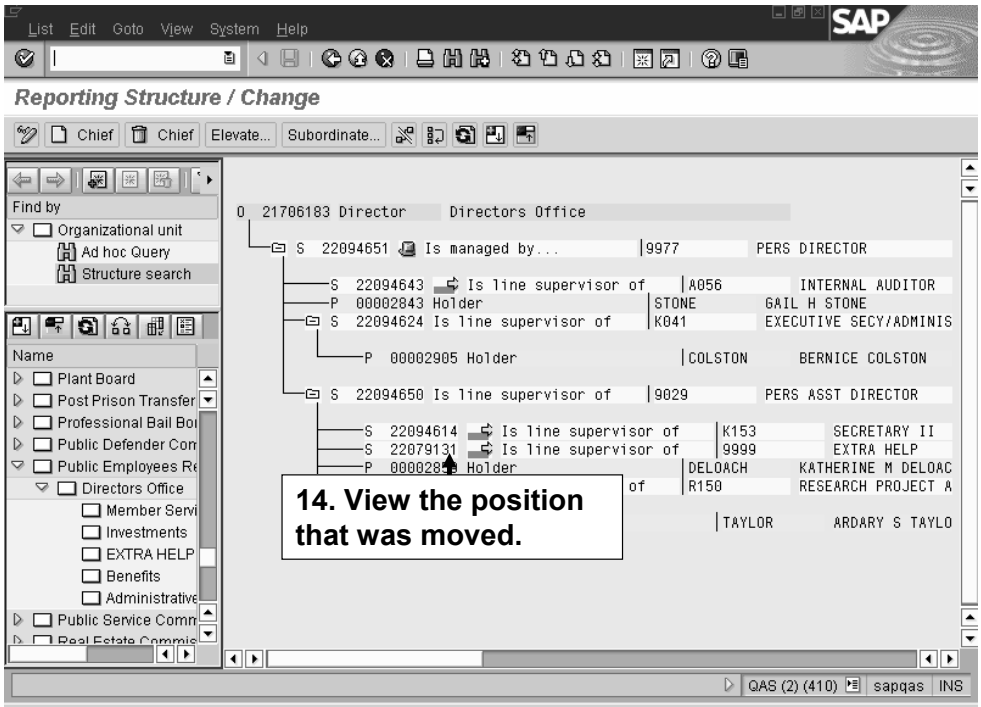
5-20

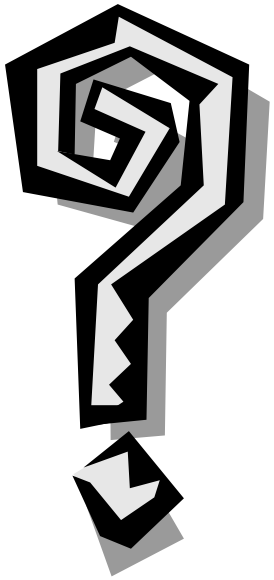

List Edit Goto View System Help
SAP
Reporting Structure / Change
Chief
Chief
Elevate...
Subordinate...
Create subordination
S 22094650 9029 PERS ASST DIRECTOR
S 22079131 Is line supervisor of 9999 EXTRA HELP
PERS DIRECTOR
INTERNAL AUDITOR
EXTRA HELP
GAIL H STONE
EXECUTIVE SECY/ADMINIS
Validity Period
Period...
052503
12/31/9999
BERNICE COLSTON
Post Prison Transfer
Professional Bail Bo
Public De
Public En
Directors Office
Member Servi
Investments
EXTRA HELP
Benefits
Administrative
Public Service Comm
Real Estate Commis
S 2209
9029 PERS ASST DIRECTOR
SECRETARY II
KATHERINE M DELOAC
RESEARCH PROJECT A
ARDARY S TAYLO
12. Click Continue.
11. If necessary, change the effective dates. This will be the date the position was moved under the new subordinate position.
QAS (2) (410)
sapqas
INS

5-21


List Edit Goto View System Help
SAP
Reporting Structure / Change
Chief
Chief
Elevate...
Subordinate...
Create subordination
S 22094650 9029 PERS ASST DIRECTOR
S 22079131 Is line supervisor of 9999 EXTRA HELP
PERS DIRECTOR
INTERNAL AUDITOR
EXTRA HELP
GAIL H STONE
EXECUTIVE SECY/ADMINIS
Period...
BERNICE COLSTON
13. Click Create.
S 22094650 Is line supervisor of 9029 PERS ASST DIRECTOR
S 22094614 Is line supervisor of K153 SECRETARY II
P 00002859 Holder DELOACH KATHERINE M DELOAC
S 22094636 Is line supervisor of R150 RESEARCH PROJECT A
P 00002901 Holder TAYLOR ARDARY S TAYLO
Public Employees Re
Directors Office
Member Servi
Investments
EXTRA HELP
Benefits
Administrative
Public Service Comm
QAS (2) (410)
sapqas
INS

5-22


List Edit Goto View System Help
SAP
Reporting Structure / Change
Chief
Chief
Elevate...
Subordinate...
Find by
Organizational unit
Ad hoc Query
Structure search
Name
Plant Board
Post Prison Transfer
Professional Bail Bo
Public Defender Com
Public Employees R
Directors Office
Member Servi
Investments
EXTRA HELP
Benefits
Administrative
Public Service Comm
0 21706183 Director Directors Office
S 22094651 Is managed by... 9977 PERS DIRECTOR
S 22094643 Is line supervisor of A056 INTERNAL AUDITOR
P 00002843 Holder STONE GAIL H STONE
S 22094624 Is line supervisor of K041 EXECUTIVE SECY/ADMINIS
P 00002905 Holder COLSTON BERNICE COLSTON
S 22094650 Is line supervisor of 9029 PERS ASST DIRECTOR
S 22094614 Is line supervisor of K153 SECRETARY II
S 22079131 Is line supervisor of 9999 EXTRA HELP
DELOACH KATHERINE M DELOAC
of R150 RESEARCH PROJECT A
TAYLOR ARDARY S TAYLO
14. View the position that was moved.
QAS (2) (410)
sapqas
INS

5-23

Questions and Answers